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GRADE XIII

Departmental Examinations

O. Reg. 240/47

As amended by O. Reg. 20/49

and

GRADE XII STANDING

O. Reg. 187/47

As amended by O. Reg. —/49

1949

This Pamphlet is issued for the guidance of Principals,
Presiding Officers, and Candidates.



ONTARIO

Issued by Authority of
THE MINISTER OF EDUCATION

GRADE XIII DEPARTMENTAL EXAMINATIONS

INTERPRETATION

1. In these regulations,—

- (a) "application" means application to write 1 or more grade XIII Departmental examinations;
- (b) "August examinations" means grade XIII Departmental examinations held in the month of August;
- (c) "candidate" means candidate for the grade XIII Departmental examinations;
- (d) "examination centre" means an examination centre at which grade XIII Departmental examinations are held;
- (e) "grade XIII examination" means grade XIII Departmental examination; and
- (f) "presiding officer" includes chief presiding officer and assistant presiding officer.

EXAMINATION CENTRES

2.—(1) Grade XIII examinations shall be held annually at each high school and at such other centres as the Minister may approve upon the recommendation of,—

- (a) a public school inspector; or
- (b) the senate of an Ontario university.

(2) The Minister may establish an examination centre at an Ontario university.

(3) The Minister shall pay the expenses of grade XIII examinations which are held at an Ontario university.

3.—(1) Upon the recommendation of the proper public school inspector and with the approval of the Minister, the authorities of a private school may establish an examination centre at the private school.

(2) Before a private-school examination centre is established, the principal of the private school shall, before the 1st day of April, give a written undertaking to the public school inspector to pay the expenses of the grade XIII examinations.

(3) The public school inspector of the inspectorate in which a private-school examination centre is established shall nominate the chief presiding officer and, where necessary, assistant presiding officers.

NOTE: Where possible and expedient the presiding officers shall be selected through a fair exchange of qualified teachers of the high, vocational and continuation schools and the private schools so that there may be no charge for presiding.

(4) A chief presiding officer shall be paid at the rate of \$9 a day and an assistant presiding officer at the rate of \$7.50 a day.

(5) Grade XIII examinations at a private-school examination centre shall be conducted under these regulations.

EXAMINATION TIME-TABLE

4. The grade XIII examinations shall be held in accordance with a time-table issued by the Minister.

APPLICATION FOR ADMISSION TO EXAMINATIONS

5.—(1) On or before the 1st day of May, every candidate shall file an application in form 1 and a statement in form 2 with the principal of the school at which he proposes to write the examinations.

(2) Except where he obtains the written permission of the Registrar to write at more than one examination centre, a candidate shall write all his examinations at one centre.

EXAMINERS-IN-CHIEF

6. The Minister shall appoint examiners-in-chief to set the question papers for the grade XIII examinations.

QUESTION PAPERS

7.—(1) One question paper shall be set in each of algebra, geometry, trigonometry and statics, history, physics, chemistry, botany, zoology, music, mathematics of investment, accountancy practice, secretarial practice, and problems.

(2) Two question papers shall be set in each of English, French, French for French-speaking candidates, German, Greek, Italian, Latin, and Spanish.

8. Optional questions shall be given on the question paper in history and may be given on any other question paper.

9. The question paper in English literature shall include questions on passages selected from the grade XIII course of study in English literature and may include questions on sight passages.

10. The question papers in French, German, Greek, Italian, Latin and Spanish shall include questions on,—

(a) sight passages; and

(b) passages selected from the grade XIII courses of study.

REPORTS ON CANDIDATES

11.—(1) On the Friday preceding the commencement of the grade XIII June examinations, the principal and teachers shall submit to the registrar a report for the school year on pupils who are candidates for the grade XIII examinations.

(2) Where a school has 2 or more forms, classes or groups taking a grade XIII course of study, each form, class or group shall be reported separately.

(3) The report shall be in form 3.

NOTE: Form 3 refers to the Grade XIII Teachers' Report form. (Examination form 141B or 141B Special.)

CHIEF PRESIDING OFFICERS

12. The principal of a high, continuation or vocational school shall be the chief presiding officer in his own school.

12a. The chief presiding officer at a private-school examination centre shall be a public- or separate-school inspector, or a teacher who holds a Permanent First Class Certificate or a High School Assistant's Certificate.

13. The chief presiding officer shall,—

- (a) assign the duties of his assistant presiding officers in a fair manner; and
- (b) arrange that a teacher does not preside over pupils writing an examination for which he has prepared them.

ASSISTANT PRESIDING OFFICERS

14.—(1) Subject to subregulation 3, the teachers of the high, continuation or vocational schools shall be assistant presiding officers.

(2) The assistant presiding officers at a private-school examination centre shall be teachers from other schools.

(3) Every presiding officer shall hold a Permanent First Class Certificate or a High School Assistant's Certificate.

SHIPMENT AND CARE OF QUESTION PAPERS

15.—(1) The bag containing the question papers for the grade XIII examinations shall be shipped by the registrar by express, charges collect, to the home address of the chief presiding officer or to the examination centre as the chief presiding officer may direct, at least 7 days before the commencement of the examinations.

(2) At the same time as he ships the bag containing the question papers, the registrar shall mail the chief presiding officer at his home address a card stating the place to which the bag has been shipped.

16.—(1) Upon receipt of the bag containing the question papers, the chief presiding officer shall be responsible for its safe-keeping and its contents.

(2) The chief presiding officer shall,—

(a) check the seal of the bag to see that it is intact and that the words "Ed. Dept. Ont. Can." are printed thereon; and

(b) open the bag by cutting the cord.

(3) When he opens the bag, the chief presiding officer shall verify the subjects and the number of question envelopes with the time-table of the examinations and with the lists of candidates.

(4) When any question envelope is missing, the chief presiding officer shall telegraph the registrar immediately.

17.—(1) The bag containing the question papers shall be placed in a safe or locked in a room or cupboard.

(2) The windows of a room in which the bag is locked shall be kept fastened and the doors shall be locked by cylinder locks.

(3) Where the chief presiding officer is not satisfied with the precautions for safe-keeping under subregulations 1 and 2, he shall fasten a padlock and chain around the neck of the bag in such a way as to make it impossible for anyone to gain access to its contents except by ripping it open.

(4) The chief presiding officer may fasten the bag to some immovable or ponderous object by means of a padlock and chain.

(5) The chief presiding officer shall keep in his possession,—

(a) the keys of a room or cupboard in which the bag is locked; and

(b) the keys of a padlock used for the safe-keeping of the bag.

(6) The chief presiding officer shall be personally responsible to the Minister for the safe-keeping of the question papers.

Conference of Presiding Officers

18. Before the first day of the grade XIII examinations, the chief presiding officer shall call

a meeting of his assistant presiding officers and carefully review the examination instructions, making sure that each instruction is thoroughly understood and that the assistant presiding officers are fully conversant with their duties.

EXAMINATION ARRANGEMENTS

19.—(1) At least 2 days before the grade XIII examinations begin the chief presiding officer shall satisfy himself that the board has made the necessary arrangements for the examinations.

(2) **The Chief presiding officer shall rent a clock for each examination room in which the board has not placed a clock and charge the cost thereof as part of the examination expenses.**

(3) The clocks shall be left in the examination rooms until the close of the examinations.

20.—(1) During a grade XIII examination diagrams and maps shall be removed from the examination room.

(2) All books and papers shall be removed from the desks.

(3) All arrangements shall be completed and the necessary stationery distributed at least 15 minutes before the time appointed for the commencement of the first examination and at least 5 minutes before the time appointed for the commencement of each of the other examinations.

SEATING OF CANDIDATES

21. Candidates shall be seated at least 5 feet apart in the examination room.

ADMISSION OF LATE CANDIDATES

22.—(1) Where there is sufficient accommodation and enough question papers, the presiding officer shall admit to the grade XIII June examinations candidates whose applications were not received by the 1st day of May.

(2) Where a candidate has not made application by the 1st day of May, the presiding officer shall,—

(a) require the candidate to submit an application in form 1 and a statement in form 2; and

(b) collect a late-fee of \$1.

NOTE: Form 1 and Form 2 refer to the application form for the annual Departmental examinations and the candidate's statement which is attached to the application. (Examination Form 68 and 69.)

(3) Where a candidate desires to write a grade XIII paper in addition to the papers for which he made application by the 1st day of May, he shall not be charged a late-fee.

Failure of Candidates to Appear for Examinations

23. Where a candidate fails to appear for an examination within 1 hour after the examination commences, the presiding officer shall not permit him to write the examination.

EXAMINATION OF UNOPENED QUESTION ENVELOPES

24.—(1) Immediately prior to opening a question envelope, the chief presiding officer shall hand the envelope to 2 witnesses and ask them to examine carefully the seals, flaps and edges and satisfy themselves that the envelope has not been tampered with or opened.

(2) The witnesses shall be assistant presiding officers or senior candidates.

OPENING OF QUESTION ENVELOPES

25.—(1) At the time appointed for a grade XIII examination to commence the chief presiding officer shall open the question envelope, take out the question papers and hand the empty envelope to the witnesses who examined the question envelope before it was opened.

(2) The witnesses shall examine the inside of the envelope in order to satisfy themselves that it has not been tampered with.

DECLARATION BY WITNESSES

26.—(1) When the witnesses have completed their examination of the question envelope, the chief presiding officer shall ask them to sign the declaration on the back of the envelope.

(2) Where a witness observes any particular which is not in accordance with the declaration, he shall note it below the declaration on the lower-flap of the envelope.

DUTIES OF PRESIDING OFFICERS

27.—(1) The chief presiding officer shall open only the question envelope required for the immediate examination.

(2) The chief presiding officer shall see that each candidate receives 1 question paper.

(3) Question papers other than those which the candidates receive shall not be taken out of the examination room until the examination is over.

28. The presiding officer shall,—

- (a) enter the names of the candidates for the examination on a tally list in the same order as the names on the official list; and
- (b) add the names of any additional candidates to the names on the official list.

29. During an examination,—

- (a) presiding officers and candidates shall be the only persons allowed in the examination room;
- (b) at least 1 presiding officer shall remain in the examination room with the candidates;
- (c) no conversation or noise which might disturb the candidates shall be allowed in the vicinity of the examination room; and
- (d) the presiding officer shall take every reasonable precaution to prevent collusion between candidates.

30.—(1) The presiding officer shall,—

- (a) explain to the candidates the manner in which the name slips are to be attached to the answer envelopes;
- (b) exercise the utmost care in,—
 - (i) distributing the proper number and kind of envelopes and examination books; and
 - (ii) accounting for envelopes and examination books which he has distributed;
- (c) exercise vigilance while the candidates are writing; and
- (d) take every reasonable precaution to make it impossible for these regulations to be violated without his knowledge.

(2) The presiding officer shall not,—

- (a) remain seated but shall move about and observe the candidates from different parts of the room;
- (b) give his attention to any matter which does not pertain to his duties as presiding officer; or
- (c) preside over more than 25 candidates.

31.—(1) At the expiration of the time allotted for an examination, the presiding officer shall,—

- (a) direct the candidates to stop writing;
- (b) have the candidates,—

- (i) place their answer papers in the answer envelopes in accordance with regulation 61; and
 - (ii) hand in their answer papers immediately; and
- (c) as each answer envelope is handed in,—
- (i) carefully note the superscription on the answer envelope; and
 - (ii) check the superscription on the answer envelope by entering the figure "1" on the tally list opposite the name of the candidate and under the name of the subject.

(2) The presiding officer shall not allow an answer envelope to be opened after it has been handed in.

32. While receiving and checking answer envelopes at the close of the examination, the presiding officer shall take every reasonable precaution to prevent collusion between candidates.

33. At the close of the examination the presiding officer shall inspect the desks in order to satisfy himself that no candidate has omitted to hand in all his answer books.

NOTE: Regulation 33 refers to each examination written.

34.—(1) Where, through illness, a candidate withdraws from the examination room without handing in an answer book, the presiding officer shall note it on the tally list.

(2) The presiding officer shall make a note on the tally list in the case of a candidate who refuses to hand in an answer book.

SAFE-KEEPING OF ANSWER ENVELOPES

35.—(1) The presiding officer shall,—

- (a) place the answer papers in the bag in which the question papers were received; and
- (b) keep the bag locked in a safe or a room.

(2) The windows of a room in which the bag is locked shall be kept securely fastened and the doors shall be locked by cylinder locks.

(3) The presiding officer shall keep in his possession the keys to a room in which the bag is locked.

SUPPLIES

36. The Board shall supply for the grade XIII examinations,—

- (a) examination books, pens, blotting paper, blue or black ink of a uniform colour, and squared paper;
- (b) five-figure logarithmic and interest tables; and
- (c) music manuscript-paper.

37.—(1) At the beginning of an examination, the presiding officer shall give each candidate 1 examination book and 1 answer envelope.

(2) The presiding officer shall give a candidate additional examination books as required during the examination.

38. A candidate shall not bring into the examination room anything which might assist him in the examination he is writing.

39.—(1) The presiding officer shall,—

- (a) see that the board provides a sufficient supply of squared paper for the trigonometry and statics, algebra, geometry and physics examinations;
- (b) give each candidate 1 sheet of squared paper with a question paper requiring its use;
- (c) require a candidate to attach each sheet of squared paper, as soon as received, to the top of one of the ruled pages of his examination book by means of the gummed margin on the reverse side of the sheet;
- (d) account for all sheets of squared paper; and
- (e) see that each candidate for the algebra examination, the trigonometry and statics examination, and the physics examination, is provided with logarithmic and interest tables; and
- (f) give each candidate for the music examination 1 sheet of music manuscript-paper.

(2) The presiding officer may give a candidate additional sheets of squared paper or of music manuscript-paper, one at a time.

NOTE: The presiding officer shall,—

see that the board provides a sufficient supply of music manuscript paper (score sheets) for the examination in music.

REPORTS TO THE REGISTRAR

40.—(1) At the close of each grade XIII examination the presiding officers shall complete form 4.

NOTE: Form 4 refers to the Declaration and Diagrams form provided by the Department. (Examination Form 21.)

(2) The chief presiding officer shall, in the "Remarks" column, set out,—

- (a) any particulars in which these regulations have not been observed; and
- (b) any facts regarding the examination that he deems necessary to bring to the attention of the registrar.

(3) Subject to subregulation 2, the chief presiding officer and his assistant presiding officers shall sign a declaration that these regulations have been observed.

(4) The presiding officer shall draw a diagram of the examination room showing the position of the presiding officer and the seating arrangement of the candidates during the examination.

FEES AND STATEMENTS OF LATE CANDIDATES

41. On the last day of the grade XIII examinations, the chief presiding officer shall forward to the registrar,—

- (a) the fees received from late candidates; and
- (b) the applications and statements submitted by late candidates.

RETURN OF ANSWER ENVELOPES AND TALLY LISTS

42.—(1) The chief presiding officer shall,—

- (a) except where the registrar directs otherwise, arrange the answer envelopes so that,—
 - (i) all the answer papers of a candidate can be sent to the registrar in the same shipment; and
 - (ii) the answer envelopes can be sent to the registrar in the order in which the names of the candidates appear in the tally list.

(2) The registrar shall supply 1 elastic band or string tie for each candidate's set of answer envelopes.

(3) The chief presiding officer shall securely tie the answer envelopes and the tally lists in parcels, place them in a bag provided by the Minister and return them promptly at the close of the examinations or as otherwise directed by the registrar.

(4) The bag in which the answer envelopes are forwarded to the registrar shall be tied so that the words, "The property of the Department of Education," will be on the outside of the bag.

(5) A shipping-tag shall be securely attached to the strap of the bag.

(6) The express charges shall be prepaid and no commercial value shall be placed on the bag or its contents.

RETURN OF REPORTS

43. The chief presiding officer shall place the reports in form 4 and any reports on the illness of candidates or other special cases in a special envelope and forward them to the registrar by mail on the same day that the bag containing the answer envelopes is forwarded.

NOTE: Form 4 refers to the Declaration and Diagrams form provided by the Department. (Examination Form 21.)

SURPLUS QUESTION PAPERS

44. At the close of the grade XIII examinations, the chief presiding officer shall give the surplus question papers to the principal of the school in which the examinations were held.

SURPLUS ANSWER ENVELOPES AND NAME SLIPS

45. The chief presiding officer shall return the surplus answer envelopes and name slips to the registrar in 1 of the bags used for returning answer envelopes.

RETURN OF EMPTY QUESTION ENVELOPES

46. The packages of empty question envelopes and any unopened question envelopes shall be tied together in a parcel and returned to the registrar in the bottom of one of the bags used for returning answer envelopes.

EXPENSES OF THE EXAMINATIONS

47. Upon the certificate of the principal, the board of a school in which grade XIII examinations are held shall pay the incidental expenses of the examinations including,—

- (a) the express charges for shipping the bags containing question papers and answer papers; and
- (b) the cost of examination supplies.

INSTRUCTIONS TO CANDIDATES

48. Before the commencement of the grade XIII examinations, every principal shall read and carefully explain to his candidates regulations 49 to 62, both inclusive.

NOTE: Under present conditions it is not practicable for presiding officers to read the regulations to the candidates. This requirement may be dispensed with provided that the presiding officer, before each examination, informs the candidates that they are ex-

pected to make themselves familiar with the instructions (on the reverse side of the time-table) already in their hands.

49.—(1) On or before the 1st day of May, every candidate shall file his application with the principal of the school at which he proposes to write the grade XIII examinations.

(2) No application shall be sent to the Department.

(3) Where a candidate desires to write the examinations at any university where an examination centre has been established, he shall submit his application to the registrar of the University concerned.

NOTE: A centre will be established at the University of Toronto in 1949.

(4) Where a candidate neglects to file his application with the principal concerned, he may present himself to the chief presiding officer who shall admit him to the examinations where,—

- (a) his application is satisfactory;
- (b) accommodation is available;
- (c) there is a sufficient number of question papers; and
- (d) the candidate pays a fee of \$1.

50. A candidate for a university scholarship shall,—

- (a) make special application for the scholarship examinations to the registrar of the university concerned; and
- (b) make application for the examinations to the principal of the school at which he proposes to write.

51.—(1) Each candidate shall satisfy the presiding officer as to his personal identity.

(2) The chief presiding officer shall report to the registrar any person attempting to impersonate a candidate.

52. Where a candidate presents himself at any examination centre other than the centre nearest his usual place of residence, his application shall be refused unless his explanation for so presenting himself is satisfactory to the chief presiding officer.

53.—(1) Where a candidate has submitted his application and subsequently desires to write 1 or more grade XIII examinations at an examination centre other than the centre at which he originally applied, he shall, through his principal, make application to the registrar for permission to do so.

(2) Under subregulation 1 a candidate who fails to make application shall be regarded as a late candidate.

54.—(1) Every candidate shall be in his appointed place before the time fixed for the commencement of an examination.

(2) Where a candidate does not present himself until after the time fixed for the commencement of an examination, he shall not be allowed any additional time to write that examination.

(3) No candidate shall enter the examination room more than an hour after an examination begins.

(4) The chief presiding officer may refuse to admit a candidate who is late for an examination where,—

- (a) he is not satisfied with the candidate's explanation for being late; or
- (b) he has reason to suspect collusion between the candidate and another candidate.

55.—(1) The chief presiding officer shall collect a fee of \$1 from a candidate who fails to make application for the grade XIII June examinations by the 1st day of May.

(2) Where a candidate fails to make application by the 1st day of May, the chief presiding officer shall, before admitting him to an examination, check his application to see that it meets the requirements under these regulations.

56.—(1) No candidate shall leave the examination room until at least 1 hour after the question papers are handed out.

(2) Where a candidate leaves the examination room without permission after the expiration of 1 hour from the commencement of an examination, he shall not be permitted to return for the remainder of the examination.

57.—(1) No candidate shall,—

- (a) take into the examination room or have in or on his desk anything from which he may derive assistance;
- (b) talk to another candidate during an examination; or
- (c) give or receive assistance during an examination.

(2) Where a candidate violates subregulation 1, the examinations for which he has made application shall be cancelled.

(3) Where the presiding officer obtains conclusive evidence of the violation of subregulation 1 at the time the violation occurs, he shall,—

- (a) require the candidate to leave the examination room immediately; and
- (b) strike the candidate's name from the list of candidates.

(4) Where the evidence against a candidate is not conclusive at the time the violation occurs or is not obtained until after the close of an examination, the presiding officer shall report the matter to the registrar.

58. For the examinations in mathematics and physics a candidate shall provide himself with,—

- (a) a ruler showing millimetres and sixteenths of an inch;
- (b) a pair of compasses; and
- (c) a protractor.

59.—(1) A candidate shall not use any paper or book other than that provided by the presiding officer.

(2) A candidate shall print the name of the examination subject at the top of his examination book.

(3) No candidate shall,—

- (a) write his name or any distinguishing mark or symbol on his examination book; or
- (b) tear any paper from his examination book or insert therein any matter not pertinent to the examination.

(4) A candidate shall not be permitted to use a slide-rule on any grade XIII examination.

60.—(1) The presiding officer shall not,—

- (a) make any explanation or other statement regarding the probable meaning of any question on an examination paper; or
- (b) give any advice as to what question should be answered or the manner in which a question should be answered.

(2) During an examination the presiding officer shall not comment on an error which appears to have been made in the question paper.

(3) At the expiration of an examination a candidate may bring to the attention of the presiding officer any error which appears to have been made in a question paper.

(4) At the close of the examinations the presiding officer shall report to the registrar any error in a question paper which is brought to his attention by a candidate.

61. Every candidate shall,—

- (a) write his answers and solutions on the ruled side of his examination book;
- (b) where necessary, use the unruled side of his examination book for preparing the answers in rough;
- (c) fold his examination book once across;
- (d) place his examination book in the envelope provided by the presiding officer;
- (e) seal the envelope;
- (f) write on the outside of the envelope only the subject of the examination unless instructions to the contrary are given on the question paper;
- (g) write his name in full, surname preceding, on the slip provided by the presiding officer;
- (h) securely fasten the slip to the envelope in accordance with the instructions of the presiding officer; and
- (i) hand in every answer book he has used.

62.—(1) Where the illness of a candidate affects his examination, he shall request the presiding officer to report full particulars to the registrar.

(2) Within 2 days after the close of the examinations the presiding officer shall report to the registrar full particulars of the illness of the candidate.

(3) The report of the presiding officer shall be accompanied by,—

- (a) a medical certificate stating the nature of the illness and its time and duration; and**
- (b) details of any other occurrence which interfered with the candidate's examination.**

VALUATION OF ANSWER PAPERS

63.—(1) The answer papers of candidates shall be marked by boards of associate examiners selected by the Minister.

(2) Every associate examiner shall,—

(a) hold,—

(i) a Permanent High School Assistant's Certificate;

(ii) a High School Specialist's Certificate; or

(iii) a Permanent First Class Certificate;

(b) have had at least 2 years of teaching experience in a high or continuation school; and

(c) be actually engaged in teaching in a high, continuation, vocational or normal school in Ontario.

(3) No associate examiner shall be appointed to mark answer papers in a subject which he is not actually engaged in teaching.

(4) The answer papers shall be valued at The Department of Education under the direction of the Minister.

64.—(1) The maximum value of each grade XIII examination paper shall be 100 marks.

(2) All the answer papers in a subject shall be valued according to a uniform scale of marks decided upon by the examiner-in-chief in consultation with the committee of associate examiners in charge of the subject.

65. One mark shall be deducted for each error in spelling on an answer paper in English literature or English composition but not more than 5 marks shall be deducted for spelling errors on any one paper.

66.—(1) Before the results of the grade XIII examinations are made up, the answer paper of a candidate who obtains 43 to 49 marks, both inclusive, shall be re-read by an associate examiner.

(2) Where the paper is re-read and at least 50 marks are obtained thereon, the candidate shall be granted pass standing for that paper.

PRIZES AND SCHOLARSHIPS

67.—(1) In a school in which there are prizes for grade XIII candidates, the awards may be made by the principal and teachers.

(2) Where prizes or scholarships are offered for competition among 2 or more schools, the competitors shall write the grade XIII examinations.

GRADE XIII AUGUST EXAMINATIONS

68.—(1) The Minister may direct that grade XIII examination be held in August.

(2) An applicant for the August examinations shall,—

(a) hold,—

- (i) an Interim or Permanent Second Class Certificate or an Interim or Permanent First Class Certificate; or
- (ii) a teaching certificate valid in the schools of any other part of the British Empire;
- (b) have taught for at least 5 months in the public or separate schools of Ontario during the preceding school year under a letter of permission granted by the Minister to a school board on his behalf;
- (c) require credit or proficiency standing in one or more grade XIII papers in order to obtain admission to an Ontario Normal School to which he made application for admission the September next following; or
- (d) submit evidence that he holds an honourable discharge from active service in His Majesty's Forces, and that he has attended an Ontario university for at least 1 year but requires standing in one or more grade XIII papers to complete the admission requirements for his university course.

(3) A candidate for the August examinations shall complete form 5 and file it with the registrar.

NOTE: Where a candidate who was admitted to the August examinations under clause c of subregulation 2 does not attend an Ontario Normal School during the full school year 1949-50, the Minister may cancel his Grade XIII Certificate obtained at the August examinations, under clause i of section 5 of The Department of Education Act.

69. The Minister shall,—

- (a) appoint the presiding officers for the August examinations; and
- (b) pay the expenses of the August examinations.

70.—(1) The fee payable by a candidate at the grade XIII August examinations shall be \$1 a paper but not exceeding \$15.

(2) No fee shall be payable by a candidate who has been honourably discharged from active service in His Majesty's forces.

REFUNDS

71. Where a candidate does not present himself at an examination for which he has paid, the Deputy Minister of Education upon application shall return the examination fee.

APPEALS

72.—(1) Where a candidate fails to obtain at least 50 per cent on any grade XIII examination, he may have the paper re-read,—

(a) by lodging an appeal in writing with the Minister before the 1st day of October in the year in which the examination was written; and

(b) by paying a fee of \$2.

(2) The appeal fee shall be refunded to a candidate whose appeal is successful.

(3) There shall be no appeal for a candidate who has made application for a university scholarship under regulation 50.

STATEMENTS OF STANDING

73.—(1) The Minister shall issue a statement in form 6 to a candidate setting out the standing obtained on each paper of the grade XIII examinations.

(2) First-grade proficiency standing shall be at least 75 per cent.

(3) Second-grade proficiency standing shall be 66 to 74 per cent.

(4) Third-grade proficiency standing shall be 60 to 65 per cent.

(5) Credit standing shall be 50 to 59 per cent, both inclusive.

(6) The statement shall set out the marks on each paper in which less than 50 per cent was obtained.

74.—(1) The fee for a duplicate statement of standing shall be \$1 but not exceeding \$5 for any number of statements required by a person at any one time.

(2) No fee shall be payable by a person who requires a duplicate statement for rehabilitation purposes or enlistment in His Majesty's forces.

75.—(1) No information as to the marks in a subject in which a candidate obtained credit or proficiency standing shall be given except to the registrar of a university or college to which a candidate has applied for admission.

(2) The registrar shall keep the information confidential.

ALLOWANCES FOR EXAMINERS

76. An examiner-in-chief shall be paid,—

- (a) \$40 for setting a question paper assigned to him by the Minister;
- (b) \$18 for a 6-hour day for attendance at board and committee meetings which the Minister requires him to attend; and
- (c) \$18 for a 6-hour day for,—
 - (i) reading answer papers;
 - (ii) attendance at meetings with associate examiners; or
 - (iii) special duties assigned by the Minister.

77. An associate examiner or other examiner appointed by the Minister shall be paid \$15.60 for a 6-hour day for reading answer papers or assisting in the examination of candidates.

78. An examiner-in-chief whose place of residence is not in the City of Toronto shall be allowed travelling and living expenses while engaged in his duties.

79. An associate examiner or other examiner appointed by the Minister for the grade XIII examinations whose place of residence is not in the City of Toronto shall, while engaged in his duties, be allowed travelling expenses to and from his place of residence.

GRADE XII STANDING

INTERPRETATION

1. In these regulations,—

- (a) "candidate" means a candidate for grade XII standing;
- (b) "grade XII standing" means standing granted to a candidate who successfully completes the course of study in a subject of grades XI and XII of the general course of study as prescribed under clause *a* of subsection 1 of section 4 of the Act;
- (c) "principal" means principal of a high, vocational or continuation school or collegiate institute; and
- (d) "secondary school" means a high, vocational or continuation school or collegiate institute.

DEPARTMENTAL EXAMINATIONS

2. There shall be no grade XII Departmental examinations.

APPLICATION

3.—(1) On or before the 1st day of May a candidate shall complete forms 1 and 2 and submit them to the principal of the school through which he applies for standing.

(2) Where a candidate fails to make application on or before the 1st day of May, he shall,—

- (a) complete forms 1 and 2 and submit them to the principal of the school through which he applies for standing; and
- (b) pay the Department a fee of \$1.

(3) The principal shall collect the fee from a candidate who fails to make application on or before the 1st day of May.

NOTE: Form 1 and Form 2 refer to the application form for the annual Departmental examinations and the candidate's statement which is attached to the application. (Examination Forms 68 and 69.)

REPORTS ON PUPILS

4. At the end of the school year the principal and teachers shall submit to the Minister a report for the school year on every candidate.

NOTE: This report refers to Examination Form 141C which will be provided by this Department.

APPEALS

5.—(1) There shall be no appeal to the Minister in respect of grade XII standing.

(2) The Minister shall appoint a revising board to consider the case of a candidate who claims that his failure is due to illness.

(3) Where the revising board determines that the failure of a candidate is due to illness it shall grant him grade XII standing.

PUPILS FROM SECONDARY SCHOOLS

6. Where a candidate,—

- (a) has attended day or evening classes in a secondary school in which the qualifications of the teachers and the standard of instruction is satisfactory to the inspector; and
- (b) has obtained a standing of at least 50 per cent on his years' work in a subject taught in accordance with the grades XI and XII course of study,

the Minister shall grant him grade XII standing in that subject.

NOTE: The recommendation of the principal and staff must be made on Form 141, at the end of the school year.

There is no provision for supplemental examinations.

PRIVATE-STUDY CANDIDATES

7.—(1) Where a candidate,—

- (a) has prepared himself by private study for examination in a subject of grades XI and XII of the general course; and
- (b) has obtained at least 50 per cent on tests set at the end of the school year by the principal of a secondary school or of a private school where the report in regulation 8 is satisfactory,

the Minister shall grant him Grade XII standing in the subject.

(2) The candidate shall communicate to the principal not later than the 1st day of May his desire to take the tests and thereupon the principal shall arrange for him to take the tests.

NOTE: A private-study candidate for Grade XII standing in a subject other than history, mathematics, or science shall take such school tests as are necessary to show that he has covered successfully the Grade XI part of the course as well as the Grade XII part.

If a fee is imposed for such tests it shall not exceed \$2.00 a paper.

CANDIDATES FROM PRIVATE SCHOOLS

8.—(1) Where the principal of a private school applies to the Minister to have high-school inspectors report upon his school with respect to the qualifications of the teachers and the standard of instruction in the subjects of grades XI and XII of the general course of study, the Minister shall arrange for the inspection.

(2) Where the report is satisfactory, the Minister shall grant grade XII standing to a candidate who has,—

- (a) attended the day or evening classes of the school; and
- (b) obtained a standing of at least 50 per cent on his years' work in a subject taught in accordance with the grades XI and XII course of study.

NOTE: The recommendation of the principal and staff must be made on Form 141 at the end of the school year.

There is no provision for supplemental examinations.